



# County of Los Angeles CHIEF EXECUTIVE OFFICE

Kenneth Hahn Hall of Administration  
500 West Temple Street, Room 713, Los Angeles, California 90012  
(213) 974-1101  
<http://ceo.lacounty.gov>

WILLIAM T FUJIOKA  
Chief Executive Officer

January 11, 2010

To: All Department Heads

From: William T Fujioka  
Chief Executive Officer

Board of Supervisors  
GLORIA MOLINA  
First District

MARK RIDLEY-THOMAS  
Second District

ZEV YAROSLAVSKY  
Third District

DON KNABE  
Fourth District

MICHAEL D. ANTONOVICH  
Fifth District

## MEDICAL EVALUATION PROCEDURES RELATING TO EMPLOYEES WHO REPORT TO WORK ILL

On October 9, 2009, the Chief Executive Office (CEO) distributed correspondence regarding "Guidance on Handling of Employees Who Report to Work ILL." This memorandum and its attachment provide additional information to assist departments arrange employee medical evaluations through CEO Occupational Health Programs (OHP), if necessary.

As noted in my October 9, 2009 memorandum, during the flu season, department management should encourage ill employees to remain at home until flu symptoms disappear for 24 hours.

If an employee refuses to follow management's suggestion to schedule an appointment with the employee's personal physician, or if the employee asserts being healthy in spite of flu symptoms exhibited, the department should direct the employee to one of the CEO OHP contracted clinics. If impractical, or the employee declines to utilize a CEO OHP clinic, department management may order the employee home.

The attached ILL-AT-WORK EVALUATION procedure guides supervisors through the process of arranging for an ill employee to visit one of the contracted CEO OHP medical clinics. As with all medical evaluations, the cost for these evaluations will be billed to departments.

The medical clinics' contact information and prices for the evaluations can be found on the CEO OHP website: [http://ceo.lacounty.gov/OHP/oh\\_periodic\\_em.htm](http://ceo.lacounty.gov/OHP/oh_periodic_em.htm).

If you have any questions regarding the medical evaluation process, please contact Steve NyBlom, Manager, CEO, at (213) 351-5346 or [snyblom@ceo.lacounty.gov](mailto:snyblom@ceo.lacounty.gov).

WTF:ES  
SN:sg

Attachment

c: All Personnel Officers

i:\RMB Secs\WTF\M to All Dept. Heads - Med Eval Procedures - Employees Who Report to Work ILL (1-11-10).docx

*"To Enrich Lives Through Effective And Caring Service"*

**Please Conserve Paper – This Document and Copies are Two-Sided  
Intra-County Correspondence Sent Electronically Only**

**County of Los Angeles  
Chief Executive Office**

**ILL-AT-WORK EVALUATION**

The County of Los Angeles strives to provide a safe and healthy work environment for its employees. As regards to the flu, department management is expected, per Chief Executive Office (CEO) memorandum dated October 9, 2009, to provide a first "line of defense" by being observant of employees who may be ill at work and potentially contagious.

Flu contagiousness exists until all symptoms have disappeared for at least 24 hours. Typical flu symptoms that may be apparent to management include frequent coughing, flushed skin, red/watery eyes, and/or reported fever.

When flu is suspected, it is important for department management to talk to the employee. The employee's symptoms may be due to a non-contagious condition like bronchitis, asthma, or allergies. The employee should be encouraged to go home until he/she has been symptom-free for at least 24 hours.

In rare instances, an employee may refuse to leave the workplace despite exhibiting flu-like symptoms. Since only a health care professional can diagnose a medical condition, the ILL-AT-WORK EVALUATION was established to assist department management with these difficult situations by providing a professional assessment of potential contagiousness.

To initiate an ILL-AT-WORK EVALUATION, the department management must call the nearest CEO Occupational Health Program (OHP) medical clinic that provides such evaluation, and inform clinic staff an employee is being referred to the clinic. Department management must then fax the following before the employee arrives to the clinic:

- An Employee Examination Work Order (copy attached), which can also be found at: <http://ceo.lacounty.gov/OHP/pdf/em%20work%20order.pdf>; and
- A short memorandum describing all observations of concern such as "employee is coughing frequently" or "employee appears ill with flushed skin and red/watery eyes."

Following the fax, the employee should be immediately directed to report to the clinic (or alternatively, decide to go home).

Should the contract physician conclude the employee is ill and contagious, the physician will place the employee off-duty for the remainder of the day, and fax a duty slip to department management. Otherwise, the employee will be returned to the workplace with a return-to-work note signed by a clinic physician.

An employee placed off-duty by the clinic does not need to return to the clinic prior to returning to work. Assuming that at least a day has transpired, department management would then assess the employee as any employee who is returning from a medical leave. Being directed back to the clinic for a second ILL-AT-WORK EVALUATION would be contingent on repeated observations by department management of symptoms consistent with the flu.

For medical clinic contact information and pricing that will be billed to the department through the CEO, please go to: [http://ceo.lacounty.gov/OHP/oh\\_periodic\\_em.htm](http://ceo.lacounty.gov/OHP/oh_periodic_em.htm).

**COUNTY OF LOS ANGELES**

# EMPLOYEE EXAMINATION WORK ORDER

Name: \_\_\_\_\_

Last                      First                      MI

Employee Number \_\_\_\_\_ Birthdate \_\_\_\_\_

Home Address \_\_\_\_\_

Dept \_\_\_\_\_ Dept Number \_\_\_\_\_

Job Title \_\_\_\_\_ Item Number \_\_\_\_\_

Appointment Date \_\_\_\_\_; Time \_\_\_\_\_

Clinic: \_\_\_\_\_

**Examination(s) Requested (Check all that apply):**

- \_\_\_\_\_ Age 60 Evaluation (Fire only)
- \_\_\_\_\_ Armed Reserve Pool
- \_\_\_\_\_ Asbestos
- \_\_\_\_\_ Bicycle Patrol
- \_\_\_\_\_ Bomb School
- \_\_\_\_\_ Clandestine Lab
- \_\_\_\_\_ Commercial Driver's License (DMV)
- \_\_\_\_\_ Confined Space
- \_\_\_\_\_ Crane Operator
- \_\_\_\_\_ Hazmat
- \_\_\_\_\_ Hearing Conservation
- \_\_\_\_\_ ILL-at-Work (Flu Contagion Exam)
- \_\_\_\_\_ Lead
- \_\_\_\_\_ Pesticide
- \_\_\_\_\_ Respirator
- \_\_\_\_\_ Return-to-Work Evaluation
- \_\_\_\_\_ SCUBA
- \_\_\_\_\_ Title V exam

Ordered by \_\_\_\_\_ Order Date: \_\_\_\_\_  
Print Name

Signature \_\_\_\_\_ Phone: \_\_\_\_\_